

HUMAN RESOURCES OFFICE ATSUGI JAPAN AMENDED VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: FRCWESTPAC09-03-321385A

TITLE/SERIES/GRADE: Accounting Technician, YB-0525-01/02

SALARY: YB-01 \$17,174 - \$39,161 per Annum

YB-02 \$32,778 - \$58,622 per Annum

OPEN DATE: 29 May 2009

CLOSING DATE: 12 June 2009

*****Applicants who previously applied to Announcement FRCWESTPAC 09-01-37399
need to reapply to be considered.*****

LOCATION: Comptroller Department, Fleet Readiness Command Western Pacific (FRCWESTPAC),
Atsugi, Japan

AREA OF CONSIDERATION: Current permanent federal employees (career/career-conditional), NAFI interchange eligibles, reinstatement eligibles, military spouse/family members in the Yokosuka/Zama/Yokota/ Yokohama/Tokyo commuting area.

NOTES:

1. This position is one which this activity normally recruits for locally; therefore, Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire will NOT be granted.
2. Applicants who are currently employed overseas and are not receiving allowances and benefits may not be eligible for such allowances and benefits.
3. Military Spouse Preference eligibles will lose their preference upon acceptance or declination of a job offer to this position.
4. Selection may be made at the YB-1 or YB-2 level.
5. Full performance level is YB-0525-02.
6. Must have a valid Driver's License.
7. Must be a U.S. citizen.

DUTIES: Provide support for the financial operations of FRCWESTPAC through a wide variety of financial and accounting duties. Review and process unusual or difficult accounting transactions; ensure the propriety and validity of supporting documentation, and determining the appropriate account and methodology for processing. Responsible for all accounting functions including but not limited to the obligation of documents, processing of claims, providing funding citations to HRO, controlling funds, responding to pre-validation requests, reconciliation of unmatched disbursements; involving travel and transportation for administrative, training or PCS purposes. Assume responsibility for actions to correct unmatched disbursements within the automated accounting system for all accounts. Assist the Manpower Technician with the research and reconciliation of labor and complicated U.S. Civilian pay issues. Research JTR, FMR, ASBCA decisions, DOD, DON, NAVAIR and CNFJ issuances and instructions, and similar guidance to provide Comptroller accurate information for financial decisions. Serve as alternate Manager's Internal Controls Program Coordinator. Provide various reports to Comptroller, budget analysts, other technicians and various departments as required. Act as liaison with other departments and represent the Comptroller department on a wide assortment of committees and teams.

QUALIFICATION REQUIREMENTS: Applicants must possess the quality level of experience that demonstrates possession of the knowledge, skills, and abilities (KSA's) and /or competencies necessary to successfully perform the duties of the position being filled – applicants are strongly encouraged to address how their experience demonstrates each of these factors to receive full consideration.

SPECIALIZED EXPERIENCE is experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of government accounting practices and policies.

EVALUATION FACTORS (KSAs):

1. Specialized experience in government accounting practices and policies, maintaining accounting and financial ledgers, posting financial transactions, preparing reports reconciling accounts, reviewing documents for accuracy.
2. Knowledge of civilian pay policies and procedures, including overseas allowances, travel reimbursement, JTR.
3. IT skills using automated office software to generate reports, graphs, charts; N-ERP software; web-based applications, DTS, internet research and email.

SPECIAL REQUIREMENTS: 1. SUBJECT TO SATISFACTORY COMPLETION OF BACKGROUND CHECKS. 2. ADDRESS KSAS.

INQUIRIES REGARDING THIS VACANCY: Call HRO Atsugi SO 264-3424.

VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

WHO MAY APPLY: Refer to the Area of Consideration for each vacancy announcement. **Commuting area includes the cities of Atsugi, Ayase, Chigasaki, Ebina, Fujisawa, Hiratsuka, Isehara, Machida, Sagami-hara, Samukawa, Yamato, Yokohama, and Zama.**

HOW TO APPLY: Application and forms must be received in the Human Resources Office, Atsugi Satellite Office, PSC 477, Box 12, FPO AP 96306-1212, in case of sending through US Postal System or 252-1101, Kanagawa-ken Ayase-shi, Fukaya Ogami, US Navy Atsugi Base, Box 12, HRO (Annotate Ann. No.). In case of sending through Japanese Postal Service by 1500 (3:00 p.m.) on the **closing/cut-off date** of the announcement. Applications may be submitted by mail or through the drop box located at the Main Gate of Atsugi Base. ***** APPLICATIONS RECEIVED IN THE DROP BOX AFTER 1500 WILL BE CONSIDERED RECEIVED ON THE FOLLOWING WORK DAY. *****

Postmark date, faxed or emailed applications will not be accepted. All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements (including time-in-grade requirements for GS-positions) as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying.**

FORMS REQUIRED:

1. [OF 612](#) - Optional Application for Federal Employment, resume, Application for Federal Employment (SF-171) or other written format. ***Those using a resume or other written format should refer to the flyer [OF 510](#) - "Applying for a Federal Job" for required information.***
2. **Resume and alternative forms of applications MUST contain the following:**
 - [Announcement number, title and grade of the job for which you are applying.](#)
 - [Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship](#)
 - [Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.](#)

- Highest Federal civilian grade held (also give job series and dates held*); proof of reinstatement eligibility, if applicable.
 - Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), hours per week, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
 - Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
 - An original signature and date.
3. Supplemental Experience Statement or separate sheet addressing KSAs (knowledge, skills & abilities) as required by the announcement.
 4. Copy of most recent performance appraisal.
 5. **SF-50 copy - Submit if current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and HRSCPR 12300. CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.**
 6. DD-214 indicating type of discharge (Member 4 copy). If claiming 10 point Veterans' Preference, submit an SF-15 and VA letter or certificate (dated within one year).
 7. Questionnaire to Application for Federal Employment.
 8. Official transcripts OR statement from institution's registrar, dean, or other appropriate official when education is a basic requirement for the position or if desiring to qualify on the basis of substituting education for experience.
 9. All other forms and information required in the specific vacancy announcement.

QUALIFICATION REQUIREMENTS: Evaluation will be based on OPM approved qualification standards for the specific occupational series. **Selective Factors**, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

EDUCATION: All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Persons desiring to qualify on the basis of substituting education for experience, or when education is a basic requirement for the position, must provide documentation or proof that he/she has met the education provisions. (Such as: official transcripts OR statement from institutions registrar, dean, or other appropriate official.) **Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States.**

EVALUATION METHOD: Information contained in the application to include KSAs, supplemental experience statement (if required) and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP): Candidates claiming MSP/FMP **must include a copy of sponsor's permanent change of station orders authorizing movement of spouse to the overseas command, or other appropriate documentation that supports that preference.** Additional documentation may be required prior to granting preference. Please indicate in your application if you are claiming MSP. Applicants claiming MSP **MUST** address the knowledge, skills, and abilities (KSAs) listed in this announcement. Family members of locally hired DoD civilian employees are not eligible for family member preference.

VETERANS' PREFERENCE: A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. However, you may be entitled to 10-point veterans' preference if you are a disabled

veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. If you are claiming 10-point veteran preference, you will need to submit an SF 15, Application for 10-point Veterans' Preference, plus proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site: www.opm.gov

DEVELOPMENTAL OR TRAINEE POSITIONS: If selected for a developmental or trainee position, the selectee will undergo training and/or work experience and may be promoted to the intermediate and/or target levels without further competition when eligible and at the supervisor's discretion; however, promotions are not guaranteed.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

OTHER PERTINENT INFORMATION:

- The filling of positions is subject to referrals and placement from regulatory placement programs.
- Management reserves the right to fill these positions by the most appropriate method. At management's discretion, the area of consideration indicated in the announcement may include noncompetitive eligibles, who may be referred to the selecting official at any point during the recruitment process. Acceptance of applications under this procedure does not guarantee referral. If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- These announcements may serve to provide a supply of qualified applicants for the immediate vacancy and subsequent vacancies or for any other similar vacancies at the same command.
- It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications. Facsimile or email applications will not be accepted, unless otherwise authorized.
- Selectee will be required to participate in Direct Deposit Electronic Fund Transfer as a condition of employment.
- Initial tour of duty is 36 months. Family members' tours are tied to the sponsor's tour. Copies of sponsor's orders are required upon selection.
- Locality pay does not apply in the overseas area and will not be used in setting pay.
- Benefits and allowances afforded in Japan are administered by the Department of State and are subject to change at any time without advance notification.
- Male candidates who are between 18 and 26 years of age will be required to submit proof of registration with the Selective Service System or proof of exemption.
- Military members separating from the military must be within 120 days of the separation date in order to be considered for this position. Must provide separation orders or other document that verifies the separation date.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, sexual orientation, national origin, non-disqualifying physical handicap or age.